

MANAGER/ADMINISTRATOR CORE COURSE
COURSE APPLICATION

Course Dates and Location for: _____ April 1-5, 2013, and May 13-17, 2013 in Roseville, CA
_____ June 17-21, 2013, and June 24-28, 2013 in Roseville, CA
_____ August 5-9, 2013, and August 26-30, 2013 in Burbank, CA

Applicant's Name	Job Title	Department/Agency
------------------	-----------	-------------------

Work Mail Address	City, State, Zip Code
-------------------	-----------------------

()	
----------	--

Applicant's Phone Number	Training Manager's Name
--------------------------	-------------------------

Applicant's E-Mail Address	Training Manager's E-Mail Address
----------------------------	-----------------------------------

Date of Appointment to Manger¹ Role: _____

Date of Appointment to Administrator² Role: _____

(Check One:) _____ Promotion _____ New Hire

How long have you worked for your department/agency? _____

Are you in a position that requires you to attend the POST Management Course or the POST Executive Development Course? _____

If so, you are not required to take the Standards and Training for Corrections (STC) Manager/Administrator Core Course (MAAC). STC recognizes either one of these courses as a substitute for the MAAC.

Do you need to complete the MAAC during the current training year to be in compliance? _____

FAX or e-mail application to: Maril O'Shaughnessy, MAAC Program Manager
(916) 422-5202 (phone and fax)
(916) 955-5202 (cell)
oshaughnes@aol.com

¹ Managers are middle management positions above the first supervisory level and below the assistant department administrative level. Manger includes such titles as juvenile institution superintendent, assistant juvenile institutions superintendent, corrections lieutenant, captain, division director, detention facility manager, and probation manager. Staff in these positions typically exercise independent direction to: develop, write, and direct policies and procedures for department or division operations; execute the authority to impose discipline; and formulate and negotiate budgets.

² Administrators are top-level leadership positions in an agency and include such positions as county sheriff, undersheriff, assistant sheriff, chief deputy or commander in charge of multiple detention facilities, chief probation officer, assistant chief probation officer, county director of corrections, assistant director of corrections, police chief, and assistant police chief.